

# SPECIAL USE PERMIT APPLICATION AND SUBMITTAL CHECKLIST

## SUBMITTAL CHECKLIST

Applicants are strongly encouraged to have a neighborhood meeting with surrounding property owners regarding their request before the Planning and Zoning Commission meeting.

- ☐ Sections A thru F of the application form have been completed with applicable information.
- ☐ Applicant has had a pre-application conference with Planning Department representatives in the past three (3) months.
- ☐ For Major/Minor Amendment to a Special Use Permit request, include backup information (**proposed changes & reasons for amendment**).
- ☐ Tax parcel number(s) and a map of the requested Special Use Permit site has been provided. **NOTE: A written metes & bounds legal description with accompanying map is required for a request for only a portion(s) of a tax parcel(s).**
- ☐ Copies of the recorded deed(s) for the subject property have been provided.
- ☐ Special Use Permit Worksheet has been filled out and included with application. (*See attached Special Use Permit Worksheet*).
- ☐ Application fee. (*See page 2 of application - make checks payable to City of High Point*)
- ☐ Signatures of the Applicant and **ALL** Property Owner(s)  
(**NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.**)
- ☐ An accurate scaled site plan. (**NOTE: the site plan will be a key-supporting document. Applicants need to insure that said site plan accurately represent their development proposal since changes may require additional public hearing review.**)
- ☐ When required by the City's policies, a Traffic Impact Analysis shall be required to be submitted with the application for a Special Use permit.

City of High Point  
Planning & Development Department  
P.O. Box 230  
High Point, NC 27261-0230  
(336) 883-3328  
[www.high-point.net/plan](http://www.high-point.net/plan)



*"Shaping  
a more livable  
High Point"*

PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

SPECIAL USE PERMIT APPLICATION

A. REQUEST TYPE

Please check the box noting your request.

- ☐ Special Use Permit ☐ Special Use Permit Amendment (SUP # \_\_\_\_\_)

**Note:** All applications require a Pre-Application Conference with Planning and Development Department staff.

B. APPLICANT/OWNER REPRESENTATIVE INFORMATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

- ☐ If there are additional property owners, check here and attach their names, addresses and telephone numbers.

Will an attorney, engineer or realtor represent the applicant and/or property owner in this matter?

Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address, City, State, Zip Code*

Telephone number (w) \_\_\_\_\_ (fax) \_\_\_\_\_ (e-mail) \_\_\_\_\_

C. REQUEST INFORMATION

PRESENT ZONING CLASSIFICATION(S): \_\_\_\_\_

DESCRIBE THE EXISTING USE OF THE PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE THE REQUESTED SPECIAL USE PERMIT USES/ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** The applicant/owner must complete the attached Special Use Permit Worksheet. Planning and Development Department staff will prepare a formal permit with the concurrence of the applicant/owner.

**D. PROPERTY IDENTIFICATION, LOCATION AND SITE INFORMATION**

1. Tax Map(s)	Tax Block(s)	Tax Lot(s)	Tax Map(s)	Tax Block(s)	Tax Lot(s)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

A copy of the most recent recorded deed(s) and tax map identifying the above noted tax lots must accompany this application, or the application will be considered incomplete and will be returned.

- ☐ This Special Use Permit request includes an entire parcel and/or recorded platted lots.
- ☐ This Special Use Permit request includes a portion(s) of an existing parcel(s). A written legal description along with a map identifying that portion of the parcel(s) is attached.

Geographic location & address of site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total acreage (square footage if less than one acre of subject property): \_\_\_\_\_

Square footage of building and/or portion of a building of Special Use Permit request: \_\_\_\_\_  
(A site plan identifying the building(s) or portion of the building in which the uses will be located is required to be attached.)

**E. SUPPLEMENTAL INFORMATION**

1. The Special Use Permit must meet applicable requirements of Section 9-3-14 of the Development Ordinance and City Council must make findings as noted in Section 9-3-14(e) in order for the request to be approved.
2. The City of High Point does not produce a verbatim transcript of the Planning and Zoning Commission and City Council hearing proceedings. If a verbatim transcript is required, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates the applicant's understanding and acceptance of this policy.
3. The filing fees are as follows:

\$100.00 for Minor Amendment	\$600.00 for Special Use Permit site > 1 acre up to 5 acres
\$500.00 for Major Amendment	\$900.00 for Special Use Permit site > 5 acres
\$300.00 for Special Use Permit site 0-1 acre	
4. Application Withdrawal:
  - a) This application may only be withdrawn by written request from the applicant or property owner. If such request is received prior to submission of the Planning & Zoning Commission public hearing notice to the newspaper, filing fees may be refunded. Filing fees will not be refunded after submission of public hearing notice to the newspaper.
  - b) After submission of public hearing notice to the newspaper, an application may only be withdrawn by action of the Planning & Zoning Commission or City Council at the public hearing.
5. No more than one (1) proposal for a major amendment to a Special Use Permit shall be considered within one (1) year after the date of the original authorization of such a permit.
6. If for any reason any condition imposed pursuant to these regulations is found to be illegal or invalid, such Special Use Permit shall be null and void and of no effect.
7. An approved Special Use Permit shall be void after eighteen (18) months or such lesser time as authorized by City Council, unless the use of the property has begun and/or a footing inspection has been passed.

8. If any Special Use is discontinued for a period exceeding eighteen (18) months or replaced by a use otherwise permitted in the zoning district, it shall be deemed abandoned and the Special Use Permit shall be null and void and of no effect.

All of the items required by this application must be turned in to the Planning Department, FULLY COMPLETED, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted. Applications submitted after the deadline will be held until the next deadline for processing.

**F. SIGNATURES**

When the applicant is someone other than the current property owner, the signatures of both the current property owner and the applicant shall be provided unless a power of attorney authorization is in effect. If power of attorney is in effect, a properly executed copy is required to be submitted with this application.

Signature of property Owner (s)

I/We the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my /our knowledge, and do hereby request the High Point City Council to take action as sought by this application.

_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)
_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)
_____	_____	_____
(Owner Print Name)	(Owner Signature)	(Date)
_____	_____	_____
(Applicant Print Name)	(Applicant Signature)	(Date)
_____	_____	_____
(Representative Print Name)	(Representative Signature)	(Date)

Note: If there are additional property owners, applicants or representatives, please attach an additional signature sheet with their names and signatures.

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing, representative to sign on behalf of the corporation.

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OFFICIAL USE ONLY – APPLICANT DO NOT WRITE BELOW THIS LINE.

Received By: \_\_\_\_\_

(Staff Signature) (Date)

## SPECIAL USE PERMIT INFORMATION SHEET

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THE ATTACHED WORKSHEET MUST BE COMPLETED AND INCLUDED WITH ANY SPECIAL USE PERMIT.

1. **Uses:** The applicant must specify the use(s) that will be permitted on the property and may propose other conditions to ensure compatibility between the development and the surrounding area. Only those uses that are allowed in the zoning district to which the Special Use Permit corresponds may be permitted.
2. **Basis for Conditions:** Proposed conditions should be based upon the following:
  - a. Information and feedback received at the required pre-application conference;
  - b. Other City of High Point Department contacts;
  - c. Adjacent and/or similar special use permit requests;
  - d. Desire to mitigate or otherwise address concerns of adjacent property owners, or offset potential impact on adjacent property value or other negative impacts on adjacent properties; and
  - e. Ensure proposed development is in accordance with and otherwise conforms to city plans.
3. **Types of Conditions:** In a Special Use Permit, conditions should not restate existing development ordinance requirements. Conditions may include but are not limited to the following:
  - a. Location of use(s); number of dwelling units and timing of development;
  - b. Location and extent of supporting facilities (parking, driveways, access streets, rights-of-way, etc);
  - c. Location and extent of buffer areas and other special purpose areas;
  - d. Other issues the applicant may propose as conditions upon the request.
4. **Required Findings:** In order to grant a Special Use Permit, the City Council must make four findings of fact based on how the applicant has addressed the requirements of the Development Ordinance: The Special Use Permit shall not be approved by the City Council unless each of the following findings has been made:
  - a. That the use will not materially endanger the public health or safety if located where proposed;
  - b. That the use meets all required standards, conditions and specifications of the Development Ordinance, and any additional restrictions imposed pursuant to Section 9-3-14(d) *Greater Restrictions*.
  - c. That the use will not substantially injure the value of adjoining or abutting property, or that it is a public necessity; and
  - d. That the location and character of the use shall be in harmony with the area in which it is located and in general conformity with the plan of development of the city and its environs.
4. **Greater Restrictions:** In approving a Special Use Permit, the City Council may impose more restrictive requirements, as it deems necessary, in order that the purposes and intent of the Development Ordinance are served.
5. **No Removal of Other Requirements:** No condition(s) shall have the effect of removing or being less restrictive than the requirement of the Development Ordinance. *(Example: a condition to require a greater setback than what is required by the Development Ordinance is permissible; however, a condition to establish a lesser setback than required by the Development Ordinance is not permissible.)*

# SPECIAL USE PERMIT WORKSHEET

THE CITY OF HIGH POINT CITY COUNCIL, PURSUANT TO SECTION 9-3-14, SPECIAL USE PERMITS, OF THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE, APPROVED A SPECIAL USE PERMIT AND SITE PLAN FOR THE FOLLOWING USE, SUBJECT TO THE FOLLOWING CONDITION(S):

needed) (Add additional sheets if

Attach additional sheets if needed)

## SIGNATURES

It is understood and acknowledged that if approved by the City Council, this Special Use Permit and accompanying site plan are perpetually binding upon the above described property, regardless of ownership, unless subsequently amended as provided in the Development Ordinance or until a use otherwise permitted in the zoning district is established.

This Special Use Permit shall be valid for a period of eighteen (18) months from the date of City Council approval, unless a different time is expressly stated in such approval. The land use authorized by this Permit must begin, and/or a footing inspection must be approved within this time period, or the Permit shall expire. If the land use authorized by this Permit is discontinued for a period exceeding eighteen (18) consecutive months or is replaced by another land use permitted in the zoning district, then the use shall be deemed abandoned and this Permit shall be null and void and of no effect.

The violation of any condition of this Permit shall, upon conviction, result in the revocation of this Permit and the removal or termination of the land use it authorizes. If for any reason any condition imposed by this Permit is found to be illegal or invalid, then this Permit shall be null and void and of no effect.

The issuance of this Special Use Permit authorizes the filing of an application for a building permit, site plan, subdivision or other development approval as required by the Development Ordinance.

If there are additional property owners, please attach an additional signature sheet with their names and signatures.

Corporations, Partnerships or other similar entities please include notarized Official Corporate Certification authorizing representative to sign on behalf of the corporation.

_____ Owner(s) Signature	_____ _____ Address
_____ Owner(s) Print or Type Name	
_____ Owner(s) Signature	_____ _____ Address
_____ Owner(s) Print or Type Name	
_____ Owner(s) Signature	_____ _____ Address
_____ Owner(s) Print or Type Name	

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